**Application for Employment**

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| POSITION APPLIED FOR: | Church Cleaner |

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| 1. PERSONAL DETAILS |
| Title (Mr/Mrs/Miss/Ms) |  |
| First Names: |  |
| Surname: |  |
| Address: |  |
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|  |
| Postcode: |  |
| Home Telephone No: |  |
| Mobile Telephone No: |  |
| Work Telephone No: |  |
| Email Address: |  |
| Do you need a work permit to take up employment in the UK? | Yes 🞏 No 🞏 |

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| 2. PRESENT EMPLOYMENT (or most recent) |
| Name of Employer: |  |
| Job Title: |  |
| Date Appointed: |  | Date Left: |  |
| Reason for leaving: |  |
| Duties/Responsibilities: |  |
| If selected for this position, when could you start? |  |

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| 3. EMPLOYMENT HISTORY*Please provide a full history in chronological order (with start and end dates). Please include any periods of unemployment since leaving full time education and provide, where appropriate, explanations for any periods not in employment. In each case please give reasons for leaving employment.* |
| Dates | Employer’s Name | Job Title and key responsibilities | Reason for Leaving |
| From month/year | To month/year |
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| 4. EDUCATION & PROFESSIONAL QUALIFICATIONS *Please give full details of all Education (School/College/University). Please also include any courses relevant to this application and indicate any awards/qualifications/ certifications earned.* |
| Subject/Qualification | Place of Study | Year |
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| 5. SUITABILITY FOR THE JOB*Please tell us why you applied for this job and why you think you are the best person for the job.* |
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Do you consider yourself to have a disability?

 Yes [ ]  No [ ]

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

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| 6. REFERENCES*Please give the names and contact details of two people as referees, including your most recent employer. References will not be accepted from relatives.* |
| May we approach your referees without further reference to you? Yes 🞏 No 🞏 |
| 1. Name |  | 2. Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
| Tel. No. |  | Tel. No. |  |
| Email |  | Email |  |

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| 7. DECLARATION |
| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.Name……………………………………..…………………Signature .......................................... Date …………………… |

**Please return completed forms online to:** **administrator@unionbaptist.org.uk**

**or to Administrator, Union Baptist Church, Easton Street, High Wycombe, Bucks HP11 1NJ**

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| 8. DATA PROTECTION STATEMENT |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us may also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected with third parties or with other information held by us. Your details will not be passed to any third parties unconnected with Union Baptist Church, except where required by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998. |